

## GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL

### POSITION DESCRIPTION

**POSITION:** Operations Specialist

**REPORTS TO:** Chief Operating Officer

**PRIMARY AREAS OF WORK:** The incumbent is responsible for performing duties essential to the support and the effective functioning of the office of the Chief Operating Officer (COO). Interacts with a diverse group of important external stakeholders as well as internal contacts at all levels of the organization. Work requires continual attention to detail in research and writing materials, data analysis and meeting deadlines. Independent judgment is required to plan, prioritize, and organize diversified workload. Assembles confidential and sensitive information. The incumbent will perform administrative tasks in support of the COO.

#### **SPECIFIC DUTIES:**

- Conduct statistical analyses of large datasets in relational databases.
- Prepare dashboards and presentations that inform management's decision-making.
- Plan and execute ad hoc evaluation projects to inform management's decision-making.
- Work with all Council departments, specific focus on membership recruitment and retention, volunteer management and girl program delivery.
- Support member participation in the Council governance process to include coordination of regional forums and an annual meeting.
- Maintain current and accurate portfolio of funding opportunities.
- Provide specific project management as requested.
- Manage COO calendar including briefing and/or preparing materials for the COO in advance of scheduled meetings.
- Assist in making travel/itinerary arrangements as needed.
- Perform other duties and responsibilities as assigned.

#### **MINIMUM QUALIFICATIONS:**

Bachelor's degree or equivalent work experience.

Demonstrated skills in research and data analysis.

Demonstrated ability to communicate effectively verbally and in writing with a variety of audiences.

Strong analytical skills and the ability to exercise initiative and sound judgment in handling diverse responsibilities.

Superior professional relationship management skills.

Proven ability to prioritize and execute workload to meet requirements and deadlines.

Proficiency in computer applications including Microsoft Office and data platforms.

Must be willing to maintain a flexible work schedule to include evening and weekend meetings and activities. Access to vehicle for occasional travel related Council events and projects.

**PREFERRED QUALIFICATIONS:**

Preference given to candidates with Girl Scout experience.